DOCUMENT RESUME

ED 345 068 CE 061 162

| | |
|---|---|
| TITLE | Practical Nursing. Ohio's Competency Analysis Profile. |
| INSTITUTION | Ohio State Univ., Columbus. Vocational Instructional Materials Lab. |
| SPONS AGENCY | Ohio State Dept. of Education, Columbus. Div. of Vocational and Career Education. |
| PUB DATE | Jan 92 |
| NOTE | 41p.; For related documents, see ED 338 827-852 and CE 061 142-176. |
| AVAILABLE FROM | Vocational Instructional Materials Lab, Ohio State University, 1900 Kenny Road, Columbus, OH 43210-1090 ($1.50). |
| PUB TYPE | Guides - Classroom Use - Teaching Guides (For Teacher) (052) |
| EDRS PRICE | MF01/PC02 Plus Postage. |
| DESCRIPTORS | *Allied Health Occupations Education; Competence; *Competency Based Education; Disease Control; Employment Potential; Entry Workers; First Aid; Health Services; Job Analysis; Job Skills; *Nurses; Occupational Information; Postsecondary Education; *Practical Nursing; Safety; Secondary Education; Task Analysis |
| IDENTIFIERS | DACUM Process; Ohio |

ABSTRACT

Developed through a modified DACUM (Developing a Curriculum) process involving business, industry, labor, and community agency representatives in Ohio, this document is a comprehensive and verified employer competency profile for practical nursing. The list contains units (with and without subunits), competencies, and competency builders that identify the skills needed to enter practical nursing. The occupational, academic, and employability skills for this occupation are included. Within the outline are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests. Advancing items identify the knowledge, skills, and attitudes needed to advance in the occupation; futuring items identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation 3 to 4 years from now. Titles of the 24 units are as follows: orientation; first aid and cardiopulmonary resuscitation; safety and infection control; legal and ethical responsibilities; coordinated care; continued quality improvement; goal-oriented care; environmental safety; preparation for treatments and procedures; safe and effective treatments and procedures; intravenous therapy; physiological adaptation; reduction of risk potential; mobility; comfort; basic care; psychosocial adaptation; coping/adaptation; continued growth and development; self-care; integrity of support systems; prevention and early treatment of disease; training nurse aides; and employability skills. (YLB)

# OCAP

## OHIO'S COMPETENCY ANALYSIS PROFILE

# PRACTICAL NURSING

ED345068

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

Minor changes have been made to improve reproduction quality.

Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC).

## Employer Verification Panel

Doreen K. Ault, L.P.N., *Wood County Hospital*, Bowling Green, Ohio

Melissa Ann Blake, L.P.N., *Carriage Inn of Cadiz*, Cadiz, Ohio

Lenor R. Cochran, B.S.N., R.N., *Country Court*, Mt. Vernon, Ohio

Margaret J. Cook, L.P.N., *Parma Community General Hospital*, Parma, Ohio

Sharon R. Music, L.P.N., *St. Rita's Medical Center*, Lima, Ohio

Pamela Sue Perkins, L.P.N., *Star Nursing Home*, Bethesda, Ohio

Marilyn A. Smigelski, L.P.N., *Lake Hospital System*, Painesville, Ohio

Garnet Sterne, M.S.N., R.N., *Doctors Hospital*, Columbus, Ohio

Ruth Ann Woods, L.P.N., *Bethesda Hospital*, Zanesville, Ohio

CE 061 162

Ohio's Future at Work

Division of Vocational and Career Education
Ohio Department of Education

Vocational Instructional Materials Laboratory
Center on Education and Training for Employment
THE OHIO STATE UNIVERSITY

BEST COPY AVAILABLE

# What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

# How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic*, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in school year 1993-94). Advancing items (marked with one asterisk) identify the knowledge, skills, and attitudes needed to advance in a given occupation. Futuring items (marked with two asterisks) identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation three to four years from now.

School districts may add as many units, subunits, competencies, and/or competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their vocational courses of study and monitor competency gains via the new criterion-referenced competency testing program that will be directly tied to the competencies identified on the OCAP lists.

***Academic competencies have not been identified for all OCAPs. At a later date math, communication, and science competencies will be released.**

The **Employability Skills** portion of this list was verified by the following employer panel:

Gary J. Corrigan, *Dana Corporation*, Ottawa Lake, Michigan
David Crooks, *Bowling Green State University Union Food Service*, Bowling Green, Ohio
Pat Doerman, *Farrow's Harley-Davidson*, Columbus, Ohio
William Gockenbach, *Kaiser Aluminum*, Heath, Ohio
Patsy Hathaway, *CBS Personnel Services, Inc.*, Dayton, Ohio
Marlyn Harman, *Marlyn Harman & Associates*, Cleveland, Ohio
Thomas R. Hyldahl, *Toledo Edison*, Toledo, Ohio
Carol C. James, *Ohio Contractors Association*, Columbus, Ohio
James Mack, *Chrysler Jeep Assembly*, Toledo, Ohio
Rocky McCoy, *Ironton-Lawrence Co. Community Action Organization*, Ironton, Ohio
James Needs, *Independent Crop Producer*, Upper Sandusky, Ohio
Ronald Simmons, *Former GM Executive*, Warren Ohio

# Ohio Competency Analysis Profile
# Practical Nursing

## Unit 1: Orientation

**Competency 1.0.1: Tour facilities**

*Competency Builders:*

1.0.1.1 Locate emergency exits and evacuation routes
1.0.1.2 Locate and demonstrate use of fire extinguishers
1.0.1.3 Identify and demonstrate use of all personal safety apparatus
1.0.1.4 Identify and describe function of instruments and equipment

**Competency 1.0.2: Follow facility/agency policies**

*Competency Builders:*

1.0.2.1 Review and follow facility/agency dress codes
1.0.2.2 Demonstrate positive personal grooming habits
1.0.2.3 Follow facility/agency regulations and procedure manuals

**Competency 1.0.3: Review comprehensive disaster plan**

*Competency Builders:*

1.0.3.1 Identify and demonstrate actions to take in event of natural disasters according to facility/agency policy
1.0.3.2 Identify and demonstrate actions to take in other emergency situations according to facility/agency policy

**Competency 1.0.4: Use appropriate medical terminology**

*Competency Builders:*

1.0.4.1 Use terms associated with all disciplines of health care team
1.0.4.2 Define prefixes, suffixes, and root words used in medical terminology
1.0.4.3 Use prefixes, suffixes, and root words used in medical terminology in all written and oral communications

**Competency 1.0.5: Integrate emotional and cultural aspects of client into total care plan**

*Competency Builders:*

1.0.5.1 Express feelings related to being a health care provider
1.0.5.2 List resources and support persons for coping with feelings
1.0.5.3 Identify emotional and cultural issues and concerns of client

* Advancing
** Futuring

# Unit 2: First Aid and Cardiopulmonary Resuscitation (CPR)

**Competency 2.0.1: Obtain certification in basic life support in levels A, B, and C according to American Heart Association or American Red Cross standards**

*Competency Builders:*

2.0.1.1 Register and participate in approved program
2.0.1.2 Pass final examination
2.0.1.3 Maintain certification

**Competency 2.0.2: Obtain certification in first aid according to American Red Cross standards**

*Competency Builders:*

2.0.2.1 Register and participate in approved program
2.0.2.2 Pass final examination
2.0.2.3 Maintain certification

# Unit 3: Safety and Infection Control

**Competency 3.0.1: Identify environmental safety hazards and accident prevention methods according to Occupational Safety and Health Administration (OSHA) requirements and facility/agency policies**

*Competency Builders:*

3.0.1.1 Follow environmental and safety rules of facility/agency
3.0.1.2 Follow all applicable OSHA requirements and guidelines
3.0.1.3 Demonstrate steps in preventing equipment-related accidents
3.0.1.4 Handle liquids and poisonous substances according to material safety data sheets (MSDSs)
3.0.1.5 Conduct safety inspection of client area and identify hazards
3.0.1.6 Report and/or correct safety hazards
3.0.1.7 Write legible incident report(s) about accidents or safety infractions
3.0.1.8 Identify legal implications of and issues regarding accidents in health care facility

**Competency 3.0.2: Identify fire and disaster protocols in clinical setting according to facility policy**

*Competency Builders:*

3.0.2.1 Explain and demonstrate fire prevention and fire safety procedures
3.0.2.2 Follow smoking restrictions according to facility/agency policy
3.0.2.3 Explain and demonstrate fire control, fire alarm systems, and fire-reporting procedures
3.0.2.4 Explain and demonstrate client evacuation protocol

* Advancing
** Futuring

**Competency 3.0.3: Practice universal precautions against infection according to Center for Disease Control (CDC) guidelines**

*Competency Builders:*

3.0.3.1 Explain purpose of universal precautions to client
3.0.3.2 Demonstrate procedures for wearing gloves
3.0.3.3 Demonstrate procedures for wearing gown or apron
3.0.3.4 Demonstrate procedures for wearing mask and eye protection
3.0.3.5 Demonstrate proper hand-washing technique
3.0.3.6 Perform terminal disinfection of a unit

**Competency 3.0.4: Demonstrate general principles of medical asepsis and communicable disease protection**

*Competency Builders:*

3.0.4.1 Identify modes of transmission for infection
3.0.4.2 Identify common communicable diseases and modes of transmission
3.0.4.3 Identify physical symptoms, treatments, and prevention of infection
3.0.4.4 Demonstrate universal precautions according to CDC guidelines
3.0.4.5 Demonstrate aseptic techniques in appropriate situations

**Competency 3.0.5: Demonstrate proper hand-washing technique**

*Competency Builders:*

3.0.5.1 Explain importance of proper hand washing to client
3.0.5.2 Identify situations when hands should be washed
3.0.5.3 Demonstrate and explain purpose of each step of hand-washing technique

**Competency 3.0.6: Demonstrate correct isolation technique**

*Competency Builders:*

3.0.6.1 Explain need for isolation to client and client's significant other(s)
3.0.6.2 Demonstrate mask and gown techniques
3.0.6.3 Demonstrate appropriate bagging technique and procedures for disposal of soiled materials

**Competency 3.0.7: Demonstrate application of client safety principles**

*Competency Builders:*

3.0.7.1 Select and/or apply appropriate restraints according to physician's orders
3.0.7.2 Demonstrate appropriate use of siderails
3.0.7.3 Identify and demonstrate methods for use of bed cradle
3.0.7.4 Identify and explain purpose and use of each protective device to client
3.0.7.5 Educate client in use and proper placement of call light
3.0.7.6 Maintain an environment and provide care that minimizes need for physical or chemical restraint according to *A Patient's Bill of Rig*
3.0.7.7 Manage possible emotional implications of using restraints with clients
3.0.7.8 Follow all applicable safety rules pertaining to client's activities for daily living (ADL)

* Advancing
** Futuring

**Competency 3.0.8: Demonstrate principles of proper body mechanics and ergonomics**

*Competency Builders:*

3.0.8.1 Explain to client how he/she is to be repositioned or moved prior to procedure
3.0.8.2 Demonstrate proper body mechanics in lifting, moving, transferring, ambulating, and positioning client

# Unit 4: Legal and Ethical Responsibilities

**Competency 4.0.1: Practice ethical nursing behavior**

*Competency Builders:*

4.0.1.1 Demonstrate ethical behavior in all client care situations according to professional organization's adopted code of ethics
4.0.1.2 Demonstrate ethical behavior when interacting with colleagues according to professional organization's adopted code of ethics

**Competency 4.0.2: Carry out legal responsibilities of licensed practical nurse according to state nurse practice act(s) and other pertinent legislation**

*Competency Builders:*

4.0.2.1 Wear appropriate identification (e.g., name tag, uniform) according to facility policy
4.0.2.2 Report and record alleged neglect or mistreatment of client according to state laws
4.0.2.3 Complete report for unusual or unexpected incidents involving client according to facility policy
4.0.2.4 Complete reports for incidents involving visitors according to facility policy
4.0.2.5 Complete reports for incidents involving practical nurse according to facility policy
4.0.2.6 Articulate and perform according to state nurse practice act
4.0.2.7 Report substance abuse or habitual indulgence according to Board of Nursing rules

**Competency 4.0.3: Identify and follow legally mandated rights of clients according to American Hospital Association and/or state-adopted bill of rights**

*Competency Builders:*

4.0.3.1 Explain provisions of American Hospital Association's *A Patient's Bill of Rights* and state-adopted *Resident's Bill of Rights* to client
4.0.3.2 Incorporate provisions of rights in *A Patient's Bill of Rights* and *Resident's Bill of Rights* in all client interactions
4.0.3.3 Provide privacy for client
4.0.3.4 Maintain confidentiality of clients and their records
4.0.3.5 Promote client's rights to make personal choices that accommodate her/his needs according to bill of rights

**Competency 4.0.4: Identify methods of promoting client independence according to nursing care plan**

*Competency Builders:*

4.0.4.1 Assist in identifying short-term and long-term goals for client self-care
4.0.4.2 Integrate client's rights into all nursing care programs
4.0.4.3 Promote training in and opportunity for self-care with appropriate elimination of restraints according to client's capabilities and facility policy
4.0.4.4 Involve client's significant other(s) and/or support group in promotion of client's independence
4.0.4.5 Enable client to participate in family and group activities according to physician's orders

**Competency 4.0.5: Demonstrate effective communication skills according to facility/agency standards**

*Competency Builders:*

4.0.5.1 Demonstrate verbal communication techniques
4.0.5.2 Demonstrate nonverbal communication techniques
4.0.5.3 Demonstrate techniques of communicating with behaviorally or emotionally impaired clients
4.0.5.4 Demonstrate techniques of communicating with hearing-impaired, speech-impaired, and vision-impaired clients
4.0.5.5 Demonstrate techniques of communicating with mentally impaired clients
4.0.5.6 Demonstrate techniques of communicating with clients with non-English or limited English proficiency
4.0.5.7 Demonstrate one-on-one interaction with client
4.0.5.8 Demonstrate sensitivity to client's emotional, social, spiritual, and mental health needs through skillful, directed interaction
4.0.5.9 Adjust communication techniques for different levels of client understanding
4.0.5.10 Use effective communication techniques when placing and receiving phone calls or using an intercom system
4.0.5.11 Educate client in use and proper placement of call light signal according to bill of rights

**Competency 4.0.6: Utilize common medical abbreviations, symbols, and terms in all professional communications**

*Competency Builders:*

4.0.6.1 Use appropriate medical terms in all verbal communication and written reports
4.0.6.2 Use medical abbreviations, symbols, and terms in proper context
4.0.6.3 Use proper terminology in all aspects of practice
4.0.6.4 Utilize professional resources and references

* Advancing
** Futuring

**Competency 4.0.7: Collect, assess, evaluate, and chart appropriate client data using nursing process**

*Competency Builders:*

4.0.7.1 Demonstrate use of all senses in head-to-toe observations
4.0.7.2 Identify and report observations of life-threatening conditions immediately
4.0.7.3 Recognize signs and symptoms of common diseases and conditions
4.0.7.4 Identify and correct chart errors
4.0.7.5 Record vital signs accurately on proper forms
4.0.7.6 Use ink in charting according to facility/agency policy
4.0.7.7 Use computerized medical record-keeping processes

**Competency 4.0.8: Develop accurate, complete, and ongoing inventory of clients' personal property according to facility policy**

*Competency Builders:*

4.0.8.1 Demonstrate methods to ensure security of client's possessions
4.0.8.2 Explain to client facility policies and procedures regarding inventory, storage, and retrieval of client's possessions
4.0.8.3 Assist client with reporting missing personal property as soon as possible

# Unit 5: Coordinated Care

**Competency 5.0.1: Contribute to continuous collection of valid and comprehensive data regarding coordinated care**

*Competency Builders:*

5.0.1.1 Develop database to collect client information (e.g., client's complaints; client's demands; safety; special equipment; recreation; dignity; privacy; referrals regarding hearing, vision, or speech problems; cultural values of client; special needs related to medical treatment and nursing measures; ethical and legal issues impacting client care)
5.0.1.2 Organize and record information on appropriate forms
5.0.1.3 Report pertinent information to appropriate personnel

**Competency 5.0.2: Contribute to planning measures for coordinated care**

*Competency Builders:*

5.0.2.1 Respond to client's requests promptly
5.0.2.2 Maintain client confidentiality, dignity, and privacy according to bill of rights
5.0.2.3 Meet client's referral needs related to speech, hearing, and vision promptly
5.0.2.4 Maintain client's cultural values related to nursing care according to bill of rights
5.0.2.5 Identify staff's understanding of use of client's special equipment
5.0.2.6 Promote recreational activities

**Competency 5.0.3: Implement nursing measures for coordinated care**

*Competency Builders:*

5.0.3.1 Perform basic therapeutic and preventive nursing measures according to client's care plan
5.0.3.2 Report changes in client status to appropriate personnel
5.0.3.3 Participate in team conferences
5.0.3.4 Utilize resources to accomplish established goals for client
5.0.3.5 Assist with recreational activities
5.0.3.6 Assist client and/or significant others in understanding care plan
5.0.3.7 Gain cooperation of client in care plan
5.0.3.8 Assist in carrying out patient care assignments to meet staff/client needs
5.0.3.9 Demonstrate use of special equipment to staff
5.0.3.10 Assist clients in adopting healthful roles after illness
5.0.3.11 Incorporate client's cultural values into his/her care
5.0.3.12 Complete care ethically and within legal parameters

**Competency 5.0.4: Contribute to evaluation of coordinated care**

*Competency Builders:*

5.0.4.1 Evaluate extent to which client's requests are met
5.0.4.2 Evaluate accuracy, confidentiality, dignity, and privacy of care
5.0.4.3 Evaluate consideration of client's culture in providing care
5.0.4.4 Evaluate extent to which nursing care meets client needs
5.0.4.5 Evaluate extent to which special equipment is properly and safely used
5.0.4.6 Evaluate effectiveness of recreational activity
5.0.4.7 Evaluate extent to which hearing, speech, and vision needs are met
5.0.4.8 Evaluate extent to which client's rights are honored

# Unit 6: Continued Quality Improvement

**Competency 6.0.1: Contribute to continuous collection of valid and comprehensive data regarding continued quality improvement and risk management practices according to facility policy**

*Competency Builders:*

6.0.1.1 Collect data regarding infection control measures needed for client care
6.0.1.2 Collect data regarding signs of infection present in client
6.0.1.3 Collect data regarding potential errors and accidents
6.0.1.4 Collect data regarding client problems
6.0.1.5 Collect data regarding unsafe and inadequate care

* Advancing
** Futuring

**Competency 6.0.2: Contribute to planning measures for continued quality improvement**

*Competency Builders:*

6.0.2.1 Carry out infection control procedures according to facility policy
6.0.2.2 Maintain infection-free environment according to state laws
6.0.2.3 Identify sources of recurring infections according to facility policy
6.0.2.4 Establish isolation according to facility policy
6.0.2.5 Identify inadequate and unsafe care according to scope of practice
6.0.2.6 Identify and prevent treatment errors or accidents
6.0.2.7 Develop standards of care for clients according to bill of rights, state laws, and facility policy
6.0.2.8 Remove safety hazards from client's environment

**Competency 6.0.3: Implement nursing measures for continued quality improvement**

*Competency Builders:*

6.0.3.1 Utilize infection control measures according to facility policy and Center for Disease Control (CDC) guidelines
6.0.3.2 Document accidents or errors in care according to facility policy
6.0.3.3 Utilize infection control and quality assurance personnel as resources
6.0.3.4 Follow CDC guidelines for isolation and universal precautions
6.0.3.5 Intervene in situations involving unsafe or inadequate care
6.0.3.6 Follow standards of care

**Competency 6.0.4: Contribute to evaluation of continued quality improvement**

*Competency Builders:*

6.0.4.1 Evaluate usage of infection control procedures according to facility policy and CDC guidelines
6.0.4.2 Evaluate infection prevention and control
6.0.4.3 Evaluate prevention, reporting, and documentation of errors and accidents
6.0.4.4 Evaluate extent to which standards of care are met
6.0.4.5 Evaluate removal of safety hazards from client's environment

# Unit 7: Goal-Oriented Care

**Competency 7.0.1: Contribute to continuous collection of valid and comprehensive data regarding goal-oriented care**

*Competency Builders:*

7.0.1.1 Collect data regarding client's discharge/transfer and safety needs
7.0.1.2 Collect data regarding client's values, customs, and habits
7.0.1.3 Collect data regarding communication deficits from hearing, speech, or vision problems
7.0.1.4 Collect data regarding subjective and objective responses of client
7.0.1.5 Collect data regarding expected effects of therapy
7.0.1.6 Collect data regarding physician's orders
7.0.1.7 Collect data regarding client's allergies

* Advancing
** Futuring

**Competency 7.0.2: Contribute to planning measures for goal-oriented care**

*Competency Builders:*

7.0.2.1 Instruct client and/or significant others about transfers, discharges, and safety factors
7.0.2.2 Coordinate transfers and discharges according to facility policy
7.0.2.3 Develop and update care plan to reflect client's holistic needs and expected effects of therapy and allergies
7.0.2.4 Communicate with client who has hearing, speech, and/or vision problems
7.0.2.5 Communicate pertinent client information to all caregivers

**Competency 7.0.3: Implement nursing measures for goal-oriented care**

*Competency Builders:*

7.0.3.1 Participate in discharging client from facility according to facility policy
7.0.3.2 Transfer client within facility or to another facility according to facility policy
7.0.3.3 Accommodate client's values, customs, and habits
7.0.3.4 Utilize alternative methods of communication for clients with hearing, speech, and/or vision problems according to standards of nursing practice
7.0.3.5 Obtain guidance from RN for dealing with clients with communication or behavioral problems
7.0.3.6 Contribute to writing nursing care plan
7.0.3.7 Give report to nurses on next shift
7.0.3.8 Transcribe physician's orders according to facility policy
7.0.3.9 Write nurse's notes legibly and accurately
7.0.3.10 Implement physician's or nurse's orders
7.0.3.11 Add data to care plan to accommodate client's allergies and effects of therapy
7.0.3.12 Review orders and client data for accuracy
7.0.3.13 Utilize reference books as needed to determine expected effects of therapy
7.0.3.14 Refer to nursing literature in planning care

**Competency 7.0.4: Contribute to evaluation of goal-oriented care**

*Competency Builders:*

7.0.4.1 Evaluate extent to which client's needs are met during transfer or discharge according to facility policy
7.0.4.2 Evaluate extent to which care reflects a client's values, customs, or habits
7.0.4.3 Evaluate effectiveness of communication with client with hearing, speech, or vision problems
7.0.4.4 Evaluate change-of-shift report for accuracy, efficiency, and completeness
7.0.4.5 Evaluate extent to which care plans meet individual needs of clients
7.0.4.6 Evaluate updating of care plans when client's status changes according to state and federal guidelines
7.0.4.7 Evaluate extent to which expected effects of therapy are reflected in care plan
7.0.4.8 Evaluate extent to which documentation reflects client status
7.0.4.9 Evaluate implementation of physician's and nurse's orders

* Advancing
** Futuring

# Unit 8: Environmental Safety

**Competency 8.0.1: Contribute to continuous collection of valid and comprehensive data regarding environmental safety**

*Competency Builders:*

8.0.1.1 Collect data regarding environmental safety hazards
8.0.1.2 Collect data regarding safety needs for clients with perceptual disorders
8.0.1.3 Collect data regarding identification of client with perceptual disorders
8.0.1.4 Collect data regarding sources of discomfort in client's environment
8.0.1.5 Collect data regarding operation and maintenance of equipment
8.0.1.6 Collect data regarding client's ability to function in a restraint-free environment
8.0.1.7 Collect data regarding all sources of radiation
8.0.1.8 Collect data regarding identification of clients and their possessions

**Competency 8.0.2: Contribute to planning measures for environmental safety**

*Competency Builders:*

8.0.2.1 Maintain a safe environment
8.0.2.2 Prevent falls and accidents
8.0.2.3 Reduce discomfort in client's environment
8.0.2.4 Ensure appropriate identification of clients and their possessions
8.0.2.5 Monitor and control exposure to all radiation sources
8.0.2.6 Educate clients and staff regarding use of restraints
8.0.2.7 Identify clients who need restraints
8.0.2.8 Provide care for clients with perceptual disorders
8.0.2.9 Promote safe operation and maintenance of equipment
8.0.2.10 Promote client self-esteem

**Competency 8.0.3: Implement nursing measures for environmental safety**

*Competency Builders:*

8.0.3.1 Eliminate hazards
8.0.3.2 Position bed rails/bed height according to physician's orders
8.0.3.3 Place signal cords within client's reach
8.0.3.4 Enforce facility regulations
8.0.3.5 Remove irritants from environment
8.0.3.6 Ensure proper lighting, ventilation, temperature, and humidity
8.0.3.7 Monitor equipment for proper functioning
8.0.3.8 Apply restraints according to physician's orders
8.0.3.9 Maintain safety from fire
8.0.3.10 Carry out radiation protection measures
8.0.3.11 Check client's identification according to facility policy
8.0.3.12 Inventory client's possessions and handle appropriately
8.0.3.13 Determine accurate identification of client's records
8.0.3.14 Update care plan to accommodate client's perceptual disorder

* Advancing
** Futuring

**Competency 8.0.4: Contribute to evaluation of environmental safety**

*Competency Builders:*

8.0.4.1 Evaluate maintenance of safe and comfortable environment
8.0.4.2 Evaluate extent to which equipment is in proper working order and make appropriate reports for observed malfunctions
8.0.4.3 Evaluate extent to which all radiation protection measures are carried out
8.0.4.4 Evaluate extent to which clients and their possessions have been correctly identified
8.0.4.5 Evaluate application and maintenance of restraints according to physician's orders
8.0.4.6 Evaluate extent to which safety needs of client with perceptual disorder are met

# Unit 9: Preparation for Treatments and Procedures

**Competency 9.0.1: Contribute to continuous collection of valid and comprehensive data regarding preparation for treatments and procedures**

*Competency Builders:*

9.0.1.1 Collect data regarding client's diagnostic tests, treatments, surgery, and intrusive procedures
9.0.1.2 Collect data regarding client's and/or significant others' understanding of diagnostic tests, treatments, and other intrusive procedures
9.0.1.3 Collect data regarding client's emotional status when diagnostic and/or intrusive procedures are to be done
9.0.1.4 Collect data regarding client's physical preparedness for surgery or delivery
9.0.1.5 Collect data regarding expected outcomes of treatment or therapy on client

**Competency 9.0.2: Contribute to planning measures for preparation for treatments and procedures**

*Competency Builders:*

9.0.2.1 Prepare clients physically and psychologically for diagnostic tests, treatments, surgery, and intrusive procedures
9.0.2.2 Explain activities which are part of diagnostic tests, treatments, surgery, and intrusive procedures to client
9.0.2.3 Explain reasons for diagnostic tests, treatments, and intrusive procedures to client
9.0.2.4 Explain expected outcomes of treatments or therapy to client

**Competency 9.0.3: Implement nursing measures for preparation for treatments and procedures**

*Competency Builders:*

9.0.3.1 Obtain consent for nursing care
9.0.3.2 Give preoperative care
9.0.3.3 Induce coughing, deep breathing, and exercises
9.0.3.4 Prepare skin for aseptic procedures
9.0.3.5 Assist physicians or nurses with procedures
9.0.3.6 Prepare clients physically and emotionally for diagnostic tests, treatments, surgery, and intrusive procedures according to facility policy

**Competency 9.0.4: Contribute to evaluation of preparation for treatments and procedures**

*Competency Builders:*

9.0.4.1 Evaluate client's and/or significant others' understanding of purpose, activities, and outcomes of diagnostic tests, treatments, and intrusive procedures
9.0.4.2 Evaluate client's physical and psychological preparedness for diagnostic tests, treatments, surgery, and intrusive procedures

# Unit 10: Safe and Effective Treatments and Procedures

**Competency 10.0.1: Contribute to continuous collection of valid and comprehensive data regarding safe and effective treatments and procedures**

*Competency Builders:*

10.0.1.1 Collect data regarding need for sterile field according to standards of nursing practice
10.0.1.2 Collect data regarding contamination of sterile field according to standards of nursing practice
10.0.1.3 Collect data regarding operation and maintenance of all equipment
10.0.1.4 Collect data regarding sterilization of equipment
10.0.1.5 Collect data regarding preparation of specimens for transmission to laboratory according to facility policy
10.0.1.6 Collect data regarding client's psychological and physical status during treatments or procedures

**Competency 10.0.2: Contribute to planning measures for safe and effective treatments and procedures**

*Competency Builders:*

10.0.2.1 Set up and maintain sterile field according to standards of nursing practice
10.0.2.2 Check all equipment
10.0.2.3 Sterilize equipment according to facility policy
10.0.2.4 Prepare and transfer specimens according to facility policy
10.0.2.5 Stay with clients who are undergoing treatments and procedures
10.0.2.6 Monitor client's status during treatments and intrusive procedures

**Competency 10.0.3: Implement nursing measures for safe and effective treatments and procedures**

*Competency Builders:*

10.0.3.1 Give postoperative care according to standards of nursing practice
10.0.3.2 Change sterile dressings according to physician's orders
10.0.3.3 Obtain specimens (e.g., wound, throat, skin, nose, urine) for culture according to physician's orders
10.0.3.4 Open and don sterile gloves according to standards of nursing practice
10.0.3.5 Pour sterile solutions according to standards of nursing practice
10.0.3.6 Maintain sterile field according to standards of nursing practice
10.0.3.7 Disinfect equipment according to facility policy
10.0.3.8 Provide psychological support and safety for client undergoing treatments and procedures
10.0.3.9 Monitor client's status during treatments and intrusive procedures
10.0.3.10 Collect and transport specimens to laboratory according to facility policy
10.0.3.11 Operate equipment according to physician's orders

**Competency 10.0.4: Contribute to evaluation of safe and effective treatments and procedures**

*Competency Builders:*

10.0.4.1 Evaluate maintenance of asepsis
10.0.4.2 Evaluate functioning of all equipment
10.0.4.3 Evaluate extent to which specimens are correctly obtained, labeled, and transferred to laboratory according to facility policy
10.0.4.4 Evaluate monitoring of client during treatments and procedures
10.0.4.5 Evaluate extent to which client's and significant others' fears about procedure are reduced and safety is maintained

* Advancing
** Futuring

# Unit 11: Intravenous (IV) Therapy

**Competency 11.0.1: Contribute to data collection regarding client receiving peripheral IV and/or medication**

*Competency Builders:*

11.0.1.1 Collect data regarding client's/significant others' understanding of procedure
11.0.1.2 Collect data regarding need for fluid and/or additives
11.0.1.3 Collect data regarding selection and maintenance of infusion site
11.0.1.4 Collect data regarding physician's orders for type, amount, flow rate, and discontinuation of solution
11.0.1.5 Collect data regarding client's response to procedure

**Competency 11.0.2: Contribute to planning measures related to client receiving peripheral IV fluids**

*Competency Builders:*

11.0.2.1 Verify physician's orders regarding type, amount, and administration specifications
11.0.2.2 Provide explanation to client and significant other(s)
11.0.2.3 Assess client's competency and ability to cooperate during insertion and maintenance of procedure

**Competency 11.0.3: Implement nursing measures related to client receiving peripheral IV fluids**

*Competency Builders:*

11.0.3.1 Verify physician's orders
11.0.3.2 Reinforce explanation to client and/or significant other(s)
11.0.3.3 Prepare equipment and supplies according to facility policy*
11.0.3.4 Select infusion site**
11.0.3.5 Follow universal precautions according to Center for Disease Control (CDC) guidelines**
11.0.3.6 Maintain sterile technique according to standards of nursing practice**
11.0.3.7 Initiate administration of IV fluids**
11.0.3.8 Monitor client's status throughout treatment
11.0.3.9 Maintain patency**
11.0.3.10 Regulate according to prescribed flow rate
11.0.3.11 Assess infusion site according to facility policy
11.0.3.12 Discontinue procedure according to physician's or RN's orders
11.0.3.13 Report and record procedure according to facility policy

**Competency 11.0.4: Contribute to evaluation of client receiving peripheral IV fluids**

*Competency Builders:*

11.0.4.1 Provide ongoing assessment of infusion site
11.0.4.2 Monitor continuously, report, and record client's tolerance and response to IV therapy
11.0.4.3 Report and record adverse effects immediately

* Advancing
** Futuring

# Unit 12: Physiological Adaptation

**Competency 12.0.1: Contribute to continuous collection of valid and comprehensive data regarding physiological adaptation**

*Competency Builders:*

12.0.1.1 Collect data regarding need for emergency interventions
12.0.1.2 Collect data regarding respiratory status
12.0.1.3 Collect data regarding cause and extent of injuries
12.0.1.4 Collect data regarding client's need for oxygen
12.0.1.5 Collect data regarding client's need for suctioning
12.0.1.6 Collect data regarding changes in client's level of consciousness
12.0.1.7 Collect data regarding significant changes in client's condition
12.0.1.8 Collect data regarding presence of complications

**Competency 12.0.2: Contribute to planning measures for physiological adaptation**

*Competency Builders:*

12.0.2.1 Monitor client's level of consciousness
12.0.2.2 Monitor client's condition for changes
12.0.2.3 Provide emergency care for injuries according to facility policy and standards of nursing practice
12.0.2.4 Maintain a patent airway
12.0.2.5 Provide care for client with medical emergency

**Competency 12.0.3: Implement nursing measures for physiological adaptation**

*Competency Builders:*

12.0.3.1 Perform emergency interventions (e.g., cardiopulmonary resuscitation [CPR], abdominal thrust maneuver)
12.0.3.2 Report significant changes in client's condition immediately
12.0.3.3 Perform neurological checks
12.0.3.4 Initiate oxygen therapy
12.0.3.5 Suction oral cavity and nasopharynx
12.0.3.6 Provide emergency care for injuries according to facility policy
12.0.3.7 Irrigate, cleanse, and pack wounds according to physician's orders
12.0.3.8 Change dressings
12.0.3.9 Monitor status of client with injuries
12.0.3.10 Remain with client during medical emergency
12.0.3.11 Provide emotional support

* Advancing
** Futuring

**Competency 12.0.4: Contribute to evaluation of physiological adaptation**

*Competency Builders*

12.0.4.1 Evaluate effectiveness of emergency intervention
12.0.4.2 Evaluate extent to which client's oxygen needs are met
12.0.4.3 Evaluate extent to which suctioning clears client's respiratory tract
12.0.4.4 Evaluate extent to which changes in client's condition and/or level of consciousness are reflected in care plan
12.0.4.5 Evaluate care provided for medical emergencies and injuries

# Unit 13: Reduction of Risk Potential

**Competency 13.0.1: Contribute to continuous collection of valid and comprehensive data regarding reduction of risk potential**

*Competency Builders:*

13.0.1.1 Collect data regarding client's respiratory, cardiovascular, neurologic, gastrointestinal, genitourinary, musculoskeletal, and metabolic systems; nutrition and hydration status; skin integrity; and sleep patterns
13.0.1.2 Collect data regarding therapeutic and nontherapeutic reactions to medications
13.0.1.3 Collect data regarding side effects of chemotherapy or radiation therapy
13.0.1.4 Collect data regarding client's tolerance for physical activity
13.0.1.5 Collect data regarding interactions among drugs, food, and fluid administered to client
13.0.1.6 Collect data regarding client's sleep patterns
13.0.1.7 Collect data regarding results of diagnostic tests
13.0.1.8 Collect data regarding nurse's and physician's orders
13.0.1.9 Collect data regarding status of a casted extremity
13.0.1.10 Collect data regarding medications and treatments contraindicated for client
13.0.1.11 Collect data regarding cause and effect of spinal cord injuries
13.0.1.12 Collect data regarding causes and symptoms of poisoning
13.0.1.13 Collect data regarding respirations and breath sounds
13.0.1.14 Collect data regarding bowel sounds
13.0.1.15 Collect data regarding bleeding
13.0.1.16 Collect data regarding neurologic checks
13.0.1.17 Collect data regarding pulses (i.e., apical, radial, pedal, femoral, temporal, and carotid)

**Competency 13.0.2: Contribute to planning measures for reduction of risk potential**

*Competency Builders:*

13.0.2.1 Identify contraindicated medications or treatments
13.0.2.2 Identify therapeutic and nontherapeutic reactions to medications, fluids, and/or blood or blood products
13.0.2.3 Prevent further neurological impairment in spinal cord injuries
13.0.2.4 Identify side effects of chemotherapy or radiation therapy
13.0.2.5 Encourage physical activity for client to limit of tolerance
13.0.2.6 Prevent body system complications
13.0.2.7 Monitor all body systems
13.0.2.8 Maintain skin integrity
13.0.2.9 Identify interactions among drugs, foods, and fluids
13.0.2.10 Promote sleep-rest patterns

**Competency 13.0.3: Implement nursing measures for reduction of risk potential**

*Competency Builders:*

13.0.3.1 Induce coughing, deep breathing, and exercises
13.0.3.2 Follow physician's orders regarding respiratory intervention
13.0.3.3 Conduct postural drainage
13.0.3.4 Withdraw medication from vials and ampules accurately according to standards of nursing practice
13.0.3.5 Select appropriate medication route when optional routes are prescribed
13.0.3.6 Reconstitute medications accurately
13.0.3.7 Withhold medications and report when an adverse reaction occurs
13.0.3.8 Consult with RN or physician regarding contraindicated medications and treatments or revision of drug regimen according to facility policy
13.0.3.9 Observe for interactions among drugs, foods, and fluids
13.0.3.10 Remove impactions according to facility policy and/or physician's orders
13.0.3.11 Reduce pressure areas according to standards of nursing practice
13.0.3.12 Support body parts and natural curvatures
13.0.3.13 Promote circulation to pressure areas
13.0.3.14 Report and document progress of wound healing
13.0.3.15 Applying pressure dressing according to physician's orders
13.0.3.16 Monitor client during periods of physical activity
13.0.3.17 Perform nursing measures to promote sleep
13.0.3.18 Transcribe orders according to physician's orders
13.0.3.19 Perform ostomy care according to physician's orders
13.0.3.20 Perform cast care according to physician's orders
13.0.3.21 Reposition client according to condition and physician's orders
13.0.3.22 Administer oral, sublingual, intramuscular, topical, subcutaneous, rectal, vaginal, eye, ear, nasal, inhalation, and intradermal medications according to physician's orders
13.0.3.23 Perform blood glucose finger sticks according to physician's orders and facility policy
13.0.3.24 Perform nursing measures to prevent complications and promote comfort according to standards of nursing practice

* Advancing
** Futuring

**Competency 13.0.4: Contribute to evaluation of reduction of risk potential**

*Competency Builders:*

13.0.4.1 Evaluate and report extent to which adverse reactions to medications, fluids, and/or blood or blood products are controlled
13.0.4.2 Evaluate extent to which drug therapy meets client's needs
13.0.4.3 Evaluate maintenance of correct positioning for a spinal cord injury
13.0.4.4 Evaluate client's tolerance of activity
13.0.4.5 Evaluate extent to which medications are administered according to correct procedure
13.0.4.6 Evaluate extent to which client obtains adequate sleep and rest
13.0.4.7 Evaluate maintenance of bowel and bladder function
13.0.4.8 Evaluate extent to which client's nutrition and fluid needs are met
13.0.4.9 Evaluate implementation of physician's and nurse's orders
13.0.4.10 Evaluate extent to which neurovascular function of a casted extremity is not compromised
13.0.4.11 Evaluate extent to which bleeding is controlled
13.0.4.12 Evaluate wound healing
13.0.4.13 Evaluate maintenance of skin integrity

# Unit 14: Mobility

**Competency 14.0.1: Contribute to continuous collection of valid and comprehensive data regarding mobility**

*Competency Builders:*

14.0.1.1 Collect data regarding client's needs for range-of-motion exercises or crutches/walking aids
14.0.1.2 Collect data regarding complications due to immobility
14.0.1.3 Collect data regarding client's mobility
14.0.1.4 Collect data regarding utilization of crutches/walking aids

**Competency 14.0.2: Contribute to planning measures for mobility**

*Competency Builders:*

14.0.2.1 Prevent complications of immobility
14.0.2.2 Assure client is as mobile as possible

**Competency 14.0.3: Implement nursing measures for mobility**

*Competency Builders:*

14.0.3.1 Correct posture and balance during ambulation
14.0.3.2 Assist client to walk with walker, crutches, braces, prostheses, or other walking aids
14.0.3.3 Maintain skeletal/skin traction according to physician's orders
14.0.3.4 Assist clients in and out of bed using proper body mechanics
14.0.3.5 Perform passive and active range-of-motion exercises according to physician's orders and standards of nursing practice
14.0.3.6 Observe and report complications due to immobility

**Competency 14.0.4: Contribute to evaluation of mobility**

*Competency Builders:*

14.0.4.1 Evaluate prevention of complications from immobility
14.0.4.2 Evaluate functioning of traction devices
14.0.4.3 Evaluate extent to which passive and active range-of-motion exercises maintain flexibility and function
14.0.4.4 Evaluate client's ability to maneuver in and out of bed
14.0.4.5 Evaluate client's ability to utilize walking aids such as walkers, cane, crutches, braces, and prostheses

# Unit 15: Comfort

**Competency 15.0.1: Contribute to continuous collection of valid and comprehensive data regarding comfort**

*Competency Builders:*

15.0.1.1 Collect data regarding clients physical signs and symptoms of pain or anxiety
15.0.1.2 Collect data regarding clients subjective report of pain or anxiety
15.0.1.3 Collect data regarding effect of pain or anxiety on client's activities of daily living (ADL)
15.0.1.4 Collect data regarding client's usual response to pain or anxiety
15.0.1.5 Collect data regarding client's knowledge of pain and anxiety management
15.0.1.6 Collect data regarding client's needs for pain medication
15.0.1.7 Collect data regarding client's need for change in position

**Competency 15.0.2: Contribute to planning measures for comfort**

*Competency Builders:*

15.0.2.1 Minimize pain and anxiety
15.0.2.2 Teach basic management techniques for pain and anxiety according to standards of nursing practice
15.0.2.3 Determine need for comfort measures

* Advancing
** Futuring

**Competency 15.0.3: Implement nursing measures for comfort**

*Competency Builders:*

15.0.3.1 Alleviate uncomfortable and/or painful stimuli (e.g., bed wrinkles, constricting clothing, bandages, wet dressings, tubes) as condition permits
15.0.3.2 Position client
15.0.3.3 Wash secretions and excretions from skin
15.0.3.4 Apply hot and cold compresses according to physician's orders
15.0.3.5 Give massages, warm baths, and other comfort measures
15.0.3.6 Administer prescribed pain medication according to physician's orders
15.0.3.7 Use distraction techniques
15.0.3.8 Facilitate relaxation
15.0.3.9 Change client's position

**Competency 15.0.4: Contribute to evaluation of comfort**

*Competency Builders:*

15.0.4.1 Evaluate management of client's pain and anxiety
15.0.4.2 Evaluate client's understanding and use of pain and anxiety management techniques
15.0.4.3 Evaluate effectiveness of pain medications
15.0.4.4 Evaluate client's comfort

# Unit 16: Basic Care

**Competency 16.0.1: Contribute to continuous collection of valid and comprehensive data regarding basic care**

*Competency Builders:*

16.0.1.1 Collect data regarding client's personal hygiene
16.0.1.2 Collect data regarding vital signs
16.0.1.3 Collect data regarding client's height, weight, age, and sex
16.0.1.4 Collect data regarding urine tests
16.0.1.5 Collect data regarding results of laboratory studies
16.0.1.6 Collect data regarding intake and output
16.0.1.7 Collect data regarding need for enema or urinary catheter
16.0.1.8 Collect data regarding amounts and types of foods client prefers
16.0.1.9 Collect data regarding patency and drainage of tubes
16.0.1.10 Collect data regarding client's position
16.0.1.11 Collect data regarding need for wound care
16.0.1.12 Collect data regarding tube feedings
16.0.1.13 Collect data regarding need for assistance with eating

**Competency 16.0.2: Contribute to planning measures for basic care**

*Competency Builders:*

16.0.2.1 Perform basic care to meet client's individual needs
16.0.2.2 Monitor fluid and electrolyte balance according to physician's orders
16.0.2.3 Provide adequate rest
16.0.2.4 Stimulate client's appetite
16.0.2.5 Monitor normal elimination and tube drainage
16.0.2.6 Maintain adequate nutrition by offering dietary alternatives
16.0.2.7 Promote wound healing
16.0.2.8 Monitor maintenance of vital signs within client's baseline
16.0.2.9 Position client

**Competency 16.0.3: Implement nursing measures for basic care**

*Competency Builders:*

16.0.3.1 Insert and remove urinary catheters according to physician's orders
16.0.3.2 Maintain intermittent and continuous bladder irrigations according to physician's orders
16.0.3.3 Stimulate urination
16.0.3.4 Administer enemas according to physician's orders
16.0.3.5 Turn and position client
16.0.3.6 Schedule activities to allow client to obtain adequate rest
16.0.3.7 Administer gastronomy feedings according to physician's orders
16.0.3.8 Administer gastric gavage according to physician's orders
16.0.3.9 Assist client in selecting meals
16.0.3.10 Evaluate suitability of food for client
16.0.3.11 Assist client with eating
16.0.3.12 Record intake and output accurately
16.0.3.13 Encourage fluid intake
16.0.3.14 Limit fluid intake according to physician's orders
16.0.3.15 Test urine for glucose, acetone, and protein according to physician's orders
16.0.3.16 Monitor client's vital signs for changes from baseline
16.0.3.17 Assist with showers and baths
16.0.3.18 Give complete bed baths
16.0.3.19 Give sitz baths according to physician's orders
16.0.3.20 Perform mouth care
16.0.3.21 Perform denture care
16.0.3.22 Perform nail care
16.0.3.23 Shampoo hair
16.0.3.24 Comb hair
16.0.3.25 Shave client according to care plan
16.0.3.26 Perform perineal care
16.0.3.27 Perform vaginal irrigation according to physician's orders
16.0.3.28 Apply dressings to wounds according to physician's orders
16.0.3.29 Observe drainage and patency of tubes
16.0.3.30 Offer a bedpan/urinal
16.0.3.31 Perform postmortem care according to facility policy

* Advancing
** Futuring

**Competency 16.0.4: Contribute to evaluation of basic care**

*Competency Builders:*

16.0.4.1 Evaluate extent to which basic care has met client's needs
16.0.4.2 Evaluate extent to which vital signs are within client's baseline
16.0.4.3 Evaluate extent to which fluid, electrolyte, and nutritional needs are met
16.0.4.4 Evaluate extent to which care is scheduled to allow client time to rest
16.0.4.5 Evaluate improvement of client's appetite
16.0.4.6 Evaluate extent to which patency of tubes is maintained for drainage
16.0.4.7 Evaluate extent to which client's personal hygiene needs are met
16.0.4.8 Evaluate skin for cleanliness, dryness, and integrity

# Unit 17: Psychosocial Adaptation

**Competency 17.0.1: Contribute to continuous collection of valid and comprehensive data regarding psychosocial adaptation**

*Competency Builders:*

17.0.1.1 Collect data regarding signs and symptoms of alcohol/drug withdrawal
17.0.1.2 Collect data regarding signs of alcohol/drug abuse
17.0.1.3 Collect data regarding behavior indicative of lack-of-reality orientation
17.0.1.4 Collect data regarding signs of depression
17.0.1.5 Collect data regarding behavior indicative of low self-esteem
17.0.1.6 Collect data regarding potential for violence or suicide
17.0.1.7 Collect data regarding hazards in environment of suicidal client
17.0.1.8 Collect data regarding signs of physical, sexual, or emotional abuse
17.0.1.9 Collect data regarding disruptive behavior
17.0.1.10 Collect data regarding nonverbal responses
17.0.1.11 Collect data regarding support systems

**Competency 17.0.2: Contribute to planning measures for psychosocial adaptation**

*Competency Builders:*

17.0.2.1 Monitor client experiencing drug/alcohol withdrawal
17.0.2.2 Identify delusions, hallucinations, disorientation, depression, low self-esteem, self-destruction, and abuse
17.0.2.3 Orient client to person, place, and time
17.0.2.4 Manage behavior of emotionally disturbed client or client with disruptive behavior
17.0.2.5 Maintain hazard-free environment for potentially suicidal client according to facility policy
17.0.2.6 Maintain a behavior management program
17.0.2.7 Promote participation in a treatment program
17.0.2.8 Encourage expression of feelings

* Advancing
** Futuring

**Competency 17.0.3: Implement nursing measures for psychosocial adaptation**

*Competency Builders:*

17.0.3.1 Orient client to person, place, and time
17.0.3.2 Record and report client behaviors in regard to drug/alcohol withdrawal, delusion, hallucinations, depression, and violence/self destruction
17.0.3.3 Emphasize strengths in client with low self-esteem
17.0.3.4 Remove environmental hazards around suicidal client
17.0.3.5 Maintain confidentiality and client's rights
17.0.3.6 Follow protocols established for client undergoing behavior management
17.0.3.7 Observe for signs of potential violence or self-destruction
17.0.3.8 Assist in teaching techniques of managing behavior to significant other(s) of emotionally disturbed client
17.0.3.9 Establish limits for client with disruptive behavior according to nursing care plan

**Competency 17.0.4: Contribute to evaluation of psychosocial adaptation**

*Competency Builders:*

17.0.4.1 Evaluate extent to which client is coping with alcohol/drug abuse, delusions/hallucinations, depression, or violent/self-destructive behavior
17.0.4.2 Evaluate client's orientation to person, place, and time
17.0.4.3 Evaluate client's self-esteem
17.0.4.4 Evaluate extent to which behavior is managed within socially accepted norms
17.0.4.5 Evaluate environment of potentially self-destructive client (e.g., free of hazards)
17.0.4.6 Evaluate client's awareness of drug/alcohol problems
17.0.4.7 Evaluate client's response to behavior management

# Unit 18: Coping/Adaptation

**Competency 18.0.1: Contribute to continuous collection of valid and comprehensive data regarding coping/adaptation**

*Competency Builders:*

18.0.1.1 Collect data regarding emotional needs of client and significant other
18.0.1.2 Collect data regarding client's mood and coping behavior
18.0.1.3 Collect data regarding client's knowledge and use of relaxation techniques
18.0.1.4 Collect data regarding negative attitudes, fears, and anxieties in regard to client's illness and/or therapy
18.0.1.5 Collect data regarding sensory stimulation/deprivation/overload
18.0.1.6 Collect data regarding response to changes in body image/functioning or physical/emotional impairment
18.0.1.7 Collect data regarding client's communication

**Competency 18.0.2: Contribute to planning measures for coping/adaptation**

*Competency Builders:*

18.0.2.1 Provide emotional support for client and significant other with fears, anxiety, or negative attitudes toward illness, changes in body image, or physical/emotional impairment
18.0.2.2 Encourage clients to continue prescribed therapy according to physician's orders
18.0.2.3 Facilitate relaxation
18.0.2.4 Provide or reduce sensory stimulation according to nursing care plan
18.0.2.5 Observe and record client's coping behaviors

**Competency 18.0.3: Implement nursing measures for coping/adaptation**

*Competency Builders:*

18.0.3.1 Listen to client's verbalizations of fears/anxieties
18.0.3.2 Observe, record, and report client's behavior
18.0.3.3 Assist with relaxation techniques
18.0.3.4 Explain reasons for prescribed therapy
18.0.3.5 Utilize effective communication techniques
18.0.3.6 Recognize blocks to communication

**Competency 18.0.4: Contribute to evaluation of coping/adaptation**

*Competency Builders:*

18.0.4.1 Evaluate extent to which client's fears/anxieties are allayed
18.0.4.2 Evaluate client's understanding and use of relaxation techniques
18.0.4.3 Evaluate extent to which negative attitudes are adjusted
18.0.4.4 Evaluate client's adjustments to changes in body image/functioning and pain
18.0.4.5 Evaluate provision or reduction of sensory stimulation
18.0.4.6 Evaluate continuation of therapy
18.0.4.7 Evaluate appropriateness and effectiveness of coping behaviors

# Unit 19: Continued Growth and Development

**Competency 19.0.1: Contribute to continuous collection of valid and comprehensive data regarding continued growth and development**

*Competency Builders:*

19.0.1.1 Collect data regarding physical and behavioral development of client
19.0.1.2 Collect data regarding normal growth and development patterns
19.0.1.3 Collect data regarding factors influencing client's growth and development
19.0.1.4 Collect data regarding status of newborn
19.0.1.5 Collect data regarding parenting skills
19.0.1.6 Collect data regarding birth control measures utilized by clients
19.0.1.7 Collect data regarding potential for prenatal and postpartum complications
19.0.1.8 Collect data regarding client's understanding of multiple risks to unborn
19.0.1.9 Collect data regarding prenatal-care history
19.0.1.10 Collect data regarding maternal and fetal status during labor and delivery
19.0.1.11 Collect data regarding client's beliefs about sexuality and reproduction
19.0.1.12 Collect data regarding progress of normal pregnancy
19.0.1.13 Collect data regarding consistency and location of fundus postdelivery
19.0.1.14 Collect data regarding fetal heart tones
19.0.1.15 Collect data regarding inspection of vulva and perineum postdelivery

**Competency 19.0.2: Contribute to planning measures for continued growth and development**

*Competency Builders:*

19.0.2.1 Determine whether client's physical and behavioral development approximate norm
19.0.2.2 Determine parent's understanding of normal growth and development
19.0.2.3 Teach infant care, parenting skills, prenatal care, and postpartum care
19.0.2.4 Identify prenatal and postnatal complications
19.0.2.5 Promote prenatal and postpartum care
19.0.2.6 Monitor maternal and fetal status during labor
19.0.2.7 Provide care for newborn

**Competency 19.0.3: Implement nursing measures for continued growth and development**

*Competency Builders:*

19.0.3.1 Observe and record physical and behavioral development
19.0.3.2 Compare client to established norms for growth and development
19.0.3.3 Reinforce explanations of normal growth and development patterns to parents
19.0.3.4 Perform newborn care
19.0.3.5 Assist with instruction of parenting skills and birth control measures
19.0.3.6 Encourage new parents to bond with their newborn
19.0.3.7 Observe and report signs of complications in a postdelivery mother
19.0.3.8 Assist postpartum mothers to understand physiological changes occurring postpartum
19.0.3.9 Reinforce importance of prenatal and postpartum care
19.0.3.10 Assist with care during labor, delivery, and postpartum
19.0.3.11 Assist in evaluation of newborn

* Advancing
** Futuring

**Competency 19.0.4: Contribute to evaluation of continued growth and development**

*Competency Builders:*

19.0.4.1 Evaluate client's physical and behavioral development compared to norms
19.0.4.2 Evaluate parents' understanding of normal growth and development patterns
19.0.4.3 Evaluate parents' ability to accomplish infant care
19.0.4.4 Evaluate bonding between newborn and parents
19.0.4.5 Evaluate parents' acquisition of parenting skills
19.0.4.6 Evaluate understanding and use of birth control measures
19.0.4.7 Evaluate prevention of complications in newly delivered mothers and newborns
19.0.4.8 Evaluate pregnant client's understanding of multiple risks to unborn
19.0.4.9 Evaluate prenatal and postpartum care
19.0.4.10 Evaluate maternal and fetal status throughout labor
19.0.4.11 Evaluate resolution of problems relating to sexuality or reproduction

# Unit 20: Self-Care

**Competency 20.0.1: Contribute to continuous collection of valid and comprehensive data regarding self-care**

*Competency Builders:*

20.0.1.1 Collect data regarding availability of self-help groups
20.0.1.2 Collect data regarding client's ability to perform self-care and activities of daily living (ADL)
20.0.1.3 Collect data regarding client's understanding of normal nutrition, infection prevention, breathing exercises, bowel and bladder training, medical condition, ostomy care, home remedies, over-the-counter drugs, prescribed therapy, and care of physical impairments
20.0.1.4 Collect data regarding client's reaction to shortness of breath
20.0.1.5 Collect data regarding need for teaching personal hygiene
20.0.1.6 Collect data regarding client's ability to self-administer prescribed medications
20.0.1.7 Collect data regarding patterns of incontinence
20.0.1.8 Collect data regarding medical view of client's condition
20.0.1.9 Collect data regarding baseline weight for client's height, sex, age, and body structure
20.0.1.10 Collect data regarding client's exercise needs
20.0.1.11 Collect data regarding need for artificial devices to improve functioning
20.0.1.12 Collect data regarding dietary adaptations for client
20.0.1.13 Collect data regarding client's recreational activities
20.0.1.14 Collect data regarding client's compliance with therapy

**Competency 20.0.2: Contribute to planning measures for self-care**

*Competency Builders:*

20.0.2.1 Develop client's ability to perform self-care and ADL
20.0.2.2 Teach adequate nutrition
20.0.2.3 Relieve anxiety regarding shortness of breath
20.0.2.4 Teach personal hygiene, self-administration of medications, infection prevention, breathing exercises, bowel and bladder training, ostomy care, weight loss/gain, exercises, artificial devices to improve functioning, and care of physical impairments
20.0.2.5 Manage incontinence
20.0.2.6 Encourage client's compliance with prescribed therapy
20.0.2.7 Determine and encourage appropriate recreational activities for client
20.0.2.8 Develop diet plans to meet nutritional needs of low-income client

**Competency 20.0.3: Implement nursing measures for self-care**

*Competency Builders:*

20.0.3.1 Provide information to client about self-help groups
20.0.3.2 Demonstrate and encourage breathing exercises
20.0.3.3 Explain medication regimens
20.0.3.4 Identify for client potential sources of infection
20.0.3.5 Reinforce methods of dealing with shortness of breath
20.0.3.6 Provide bowel and bladder training
20.0.3.7 Utilize nursing measures to manage incontinence
20.0.3.8 Reinforce physician's explanation of client's condition
20.0.3.9 Provide emotional support for client on weight loss program
20.0.3.10 Provide information on appropriate foods for client on prescribed weight loss/gain program
20.0.3.11 Assist client in utilizing artificial devices
20.0.3.12 Assist client with ADL
20.0.3.13 Provide information for diet adaptations to meet client's special needs
20.0.3.14 Provide information on nutritional value and cost of foods
20.0.3.15 Explore appropriate recreational activities for client
20.0.3.16 Provide information about care of physical impairments

**Competency 20.0.4: Contribute to evaluation of self-care**

*Competency Builders:*

20.0.4.1 Evaluate extent to which clients utilize self-help programs
20.0.4.2 Evaluate client's ability to perform ADL
20.0.4.3 Evaluate extent to which concepts of normal nutrition are utilized to plan meals within client's budget
20.0.4.4 Evaluate management of anxiety in client with shortness of breath
20.0.4.5 Evaluate client's understanding of administration regimen for prescribed medication
20.0.4.6 Evaluate client's understanding of infection prevention
20.0.4.7 Evaluate client's performance of breathing exercises
20.0.4.8 Evaluate bowel and bladder training program
20.0.4.9 Evaluate correlation of client's view and medical view of condition
20.0.4.10 Evaluate ostomy care

(continued)

* Advancing
** Futuring

(continued)

20.0.4.11 Evaluate client's weight gains/losses
20.0.4.12 Evaluate client's use of artificial devices to improve functioning
20.0.4.13 Evaluate appropriateness (i.e., for age and condition) of client's recreational activities
20.0.4.14 Evaluate client's compliance with prescribed therapy
20.0.4.15 Evaluate ability of client with physical impairment to perform self-care

# Unit 21: Integrity of Support Systems

**Competency 21.0.1: Contribute to continuous collection of valid and comprehensive data regarding integrity of support systems**

*Competency Builders:*

21.0.1.1 Collect data regarding safety hazards in client's home environment
21.0.1.2 Collect data regarding client/significant other(s) understanding of cause of illness
21.0.1.3 Collect data regarding client's spiritual needs
21.0.1.4 Collect data regarding reaction of client and significant other(s) to terminal illness/chronic disorders
21.0.1.5 Collect data regarding times significant other(s) are available to visit and give physical and emotional support to client
21.0.1.6 Collect data regarding providers of home care
21.0.1.7 Collect data regarding interactions between significant others
21.0.1.8 Collect data regarding signs of burnout in significant others providing home care

**Competency 21.0.2: Contribute to planning measures for integrity of support systems**

*Competency Builders:*

21.0.2.1 Provide safe environment for home care
21.0.2.2 Promote client's/significant others' understanding of cause of illness
21.0.2.3 Provide spiritual support
21.0.2.4 Teach significant other(s) about client's therapy
21.0.2.5 Provide emotional support to client with terminal illness, chronic disorder, or mental/social/physical handicap and his/her significant other(s)
21.0.2.6 Determine quality of home care
21.0.2.7 Identify patterns of family interactions

**Competency 21.0.3: Implement nursing measures for integrity of support systems**

*Competency Builders:*

21.0.3.1 Identify safety hazards in home
21.0.3.2 Reinforce information about cause of illness
21.0.3.3 Contact client's spiritual counselor
21.0.3.4 Support significant other(s) of dying client or client with chronic illness
21.0.3.5 Assist with teaching regarding client's therapy
21.0.3.6 Adjust visiting hours to meet significant others' and client's needs
21.0.3.7 Encourage verbalization of client's/significant others' fears regarding illness
21.0.3.8 Observe for signs of burnout in family caregivers and provide emotional support

**Competency 21.0.4: Contribute to evaluation of integrity of support systems**

*Competency Builders:*

21.0.4.1 Evaluate safety of client's home environment
21.0.4.2 Evaluate client's/significant others' understanding of causes of illness
21.0.4.3 Evaluate spiritual support
21.0.4.4 Evaluate emotional support provided to terminally ill clients and significant others
21.0.4.5 Evaluate adequacy of home care
21.0.4.6 Evaluate extent to which visiting hours meet client and significant others' needs
21.0.4.7 Evaluate family interactions
21.0.4.8 Evaluate prevention or management of family burnout

# Unit 22: Prevention and Early Treatment of Disease

**Competency 22.0.1: Contribute to continuous collection of valid and comprehensive data regarding prevention and early treatment of disease**

*Competency Builders:*

22.0.1.1 Collect data regarding client's immunization history
22.0.1.2 Collect data regarding results of allergy testing and skin testing
22.0.1.3 Collect data regarding compliance with testing and immunization schedule

**Competency 22.0.2: Contribute to planning measures for prevention and early treatment of disease**

*Competency Builders:*

22.0.2.1 Plan schedule for immunizations
22.0.2.2 Plan appropriate skin testing for allergies according to physician's orders
22.0.2.3 Encourage compliance with immunization and testing schedule

* Advancing
** Futuring

**Competency 22.0.3: Implement nursing measures for prevention and early treatment of disease**

*Competency Builders:*

22.0.3.1 Administer immunization agents according to physician's orders
22.0.3.2 Assist with screening clients
22.0.3.3 Inform clients of recommended immunization schedules and importance of record keeping
22.0.3.4 Administer skin tests according to physician's orders
22.0.3.5 Inform client and significant other(s) of need for immunization, any potentially adverse reactions, and emotional support

**Competency 22.0.4: Contribute to evaluation of prevention and early treatment of disease**

*Competency Builders:*

22.0.4.1 Evaluate information obtained during screening
22.0.4.2 Evaluate skin tests
22.0.4.3 Evaluate extent to which immunization and testing schedules are followed

## Unit 23: Training Nurse Aides*

**Competency 23.0.1: Prepare to perform activities of primary instructor (PI) in an approved nurse aide training and competency evaluation (TCE) program***

*Competency Builders:*

23.0.1.1 Discuss with facility representative(s) intent/desire to become a primary instructor*
23.0.1.2 Update résumé and submit credentials for evaluation to approved Train-The-Trainer (TTT) program*
23.0.1.3 Enroll in and complete approved TTT program*

**Competency 23.0.2: Perform activities of PI in approved TCE program***

*Competency Builders:*

23.0.2.1 Prepare learning experiences consistent with TCE program approval*
23.0.2.2 Maintain records of student attendance and student performance evaluation(s)*
23.0.2.3 Report areas of concern to program coordinator (PC)*
23.0.2.4 Assist completers in registering for testing*
23.0.2.5 Participate in program evaluation*

* Advancing
** Futuring

# Unit 24: Employability Skills
## Subunit 24.1: Career Development

### Competency 24.1.1: Investigate career options

*Competency Builders:*

24.1.1.1 Determine interests and aptitudes
24.1.1.2 Identify career options
24.1.1.3 Research occupations matching interests and aptitudes
24.1.1.4 Select career(s) that best match(es) interests and aptitudes
24.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
24.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
24.1.1.7 Develop a career plan

### Competency 24.1.2: Analyze potential barriers to employment

*Competency Builders:*

24.1.2.1 Identify common barriers to employment
24.1.2.2 Describe strategies to overcome employment barriers

# Unit 24: Employability Skills
## Subunit 24.2: Decision Making and Problem Solving

### Competency 24.2.1: Apply decision-making techniques in the workplace

*Competency Builders:*

24.2.1.1 Identify the decision to be made
24.2.1.2 Compare alternatives
24.2.1.3 Determine consequences of each alternative
24.2.1.4 Make decisions based on values and goals
24.2.1.5 Evaluate the decision made

### Competency 24.2.2: Apply problem-solving techniques in the workplace

*Competency Builders:*

24.2.2.1 Diagnose the problem and its causes
24.2.2.2 Identify alternatives and their consequences in relation to the problem
24.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
24.2.2.4 Utilize resources to explore possible solutions to the problem
24.2.2.5 Compare and contrast the advantages and disadvantages of each solution
24.2.2.6 Determine appropriate action
24.2.2.7 Evaluate results

* Advancing
** Futuring

# Unit 24: Employability Skills
## Subunit 24.3: Work Ethic

**Competency 24.3.1: Evaluate the relationship of self-esteem to work ethic**

*Competency Builders:*

24.3.1.1 Identify special characteristics and abilities in self and others
24.3.1.2 Identify internal and external factors that affect self-esteem

**Competency 24.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace**

*Competency Builders:*

24.3.2.1 Distinguish between values and goals
24.3.2.2 Determine the importance of values and goals
24.3.2.3 Evaluate how values affect goals
24.3.2.4 Identify short-term and long-term goals
24.3.2.5 Prioritize personal goals
24.3.2.6 Describe how personal values are reflected in work ethic
24.3.2.7 Describe how interactions in the workplace affect personal work ethic
24.3.2.8 Examine how life changes affect personal work ethic

**Competency 24.3.3: Demonstrate work ethic**

*Competency Builders:*

24.3.3.1 Examine factors that influence work ethic
24.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

# Unit 24: Employability Skills
## Subunit 24.4: Job-Seeking Skills

**Competency 24.4.1: Prepare for employment**

*Competency Builders:*

24.4.1.1 Identify traditional and nontraditional employment sources
24.4.1.2 Utilize employment sources
24.4.1.3 Research job opportunities, including nontraditional careers
24.4.1.4 Interpret equal employment opportunity laws
24.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
24.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

* Advancing
** Futuring

**Competency 24.4.2: Design a résumé**

*Competency Builders:*

24.4.2.1 Identify personal strengths and weaknesses
24.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
24.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
24.4.2.4 Complete résumé using various formats
24.4.2.5 Secure references

**Competency 24.4.3: Complete and process job application forms**

*Competency Builders:*

24.4.3.1 Explain the importance of an application form
24.4.3.2 Identify ways to obtain job application forms
24.4.3.3 Describe methods for handling illegal questions on job application forms
24.4.3.4 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
24.4.3.5 Return application to proper person, request interview, and follow up

**Competency 24.4.4: Demonstrate interviewing skills**

*Competency Builders:*

24.4.4.1 Investigate interview environment and procedures
24.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
24.4.4.3 Demonstrate question and answer techniques
24.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

**Competency 24.4.5: Secure employment**

*Competency Builders:*

24.4.5.1 Identify present and future employment opportunities within an occupation/organization
24.4.5.2 Research the organization/company
24.4.5.3 Use follow-up techniques to enhance employment potential
24.4.5.4 Compare and evaluate job offers

# Unit 24: Employability Skills

## Subunit 24.5: Job Retention Skills

**Competency 24.5.1: Analyze the organizational structure of the workplace**

*Competency Builders:*

24.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
24.5.1.2 Be aware of and obey all company policies and procedures
24.5.1.3 Examine the role/relationship between employee and employer
24.5.1.4 Recognize opportunities for advancement and reasons for termination

* Advancing
** Futuring

**Competency 24.5.2: Maintain positive relations with others**

*Competency Builders:*

24.5.2.1 Exhibit appropriate work habits and attitude
24.5.2.2 Identify behaviors to establish successful working relationships
24.5.2.3 Cooperate and compromise through teamwork and group participation
24.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

# Unit 24: Employability Skills
## Subunit 24.6: Job Advancement

**Competency 24.6.1: Analyze opportunities for personal and career growth**

*Competency Builders:*

24.6.1.1 Determine opportunities within an occupation/organization
24.6.1.2 Compare and contrast other opportunities
24.6.1.3 List benefits of job advancement
24.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

**Competency 24.6.2: Exhibit characteristics needed for advancement**

*Competency Builders:*

24.6.2.1 Display a positive attitude
24.6.2.2 Demonstrate knowledge of a position
24.6.2.3 Perform quality work
24.6.2.4 Adapt to changing situations and technology
24.6.2.5 Demonstrate capability for different positions
24.6.2.6 Participate in continuing education/training programs
24.6.2.7 Respect, accept, and work with ALL individuals in the workplace

# Unit 24: Employability Skills
## Subunit 24.7: Technology in the Workplace

**Competency 24.7.1: Assess the impact of technology in the workplace**

*Competency Builders:*

24.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
24.7.1.2 Investigate the use of technology in the workplace
24.7.1.3 Analyze how present skills can be applied to learning new technologies

**Competency 24.7.2: Use a variety of technological applications**

*Competency Builders:*

24.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
24.7.2.2 Use technology to accomplish assigned tasks
24.7.2.3 Create solutions to problems using technical means

* Advancing
** Futuring

# Unit 24: Employability Skills
## Subunit 24.8: Lifelong Learning

**Competency 24.8.1: Apply lifelong learning to individual situations**

*Competency Builders:*

24.8.1.1 Define lifelong learning
24.8.1.2 Identify factors that cause the need for lifelong learning

**Competency 24.8.2: Adapt to change**

*Competency Builders:*

24.8.2.1 Analyze the effects of change
24.8.2.2 Identify reasons why goals change
24.8.2.3 Describe the importance of flexibility when reevaluating goals
24.8.2.4 Evaluate the need for continuing education/training

# Unit 24: Employability Skills
## Subunit 24.9: Economic Education

**Competency 24.9.1: Analyze global enterprise system**

*Competency Builders:*

24.9.1.1 Identify characteristics of various enterprise systems
24.9.1.2 Examine the relationship between competition, risk, and profit
24.9.1.3 Illustrate how supply and demand influence price

**Competency 24.9.2: Evaluate personal money management**

*Competency Builders:*

24.9.2.1 Describe the need for personal management records
24.9.2.2 Identify methods of taxation
24.9.2.3 Analyze how credit affects financial security
24.9.2.4 Compare types and methods of investments
24.9.2.5 Prepare a personal budget
24.9.2.6 Be an informed and responsible consumer
24.9.2.7 Analyze the effects of advertising on the consumer

# Unit 24: Employability Skills
## Subunit 24.10: Balancing Work and Family

**Competency 24.10.1: Analyze the effects of family on work**

*Competency Builders:*

24.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
24.10.1.2 Identify present and future family structures and responsibilities
24.10.1.3 Describe personal and family roles
24.10.1.4 Analyze concerns of working parent(s)
24.10.1.5 Examine how family responsibilities can conflict with work
24.10.1.6 Resolve family-related conflicts
24.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

**Competency 24.10.2: Analyze the effects of work on family**

*Competency Builders:*

24.10.2.1 Identify responsibilities associated with paid and nonpaid work
24.10.2.2 Compare the advantages and disadvantages of multiple incomes
24.10.2.3 Explain how work can conflict with family responsibilities
24.10.2.4 Explain how work-related stress can affect families
24.10.2.5 Identify family support systems and resources

# Unit 24: Employability Skills
## Subunit 24.11: Citizenship in the Workplace

**Competency 24.11.1: Exercise the rights and responsibilities of citizenship in the workplace**

*Competency Builders:*

24.11.1.1 Identify the basic rights and responsibilities of citizenship
24.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

**Competency 24.11.2: Cooperate with others in the workplace**

*Competency Builders:*

24.11.2.1 Identify situations in which compromise is necessary
24.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
24.11.2.3 Demonstrate initiative to facilitate cooperation
24.11.2.4 Give and receive constructive criticism to enhance cooperation

* Advancing
** Futuring

# Unit 24: Employability Skills
## Subunit 24.12: Leadership

### Competency 24.12.1: Evaluate leadership styles appropriate for the workplace

*Competency Builders:*

24.12.1.1 Identify characteristics of effective leaders
24.12.1.2 Compare leadership styles
24.12.1.3 Demonstrate effective delegation skills
24.12.1.4 Identify opportunities to lead in the workplace

### Competency 24.12.2: Demonstrate effective teamwork skills

*Competency Builders:*

24.12.2.1 Identify the responsibilities of a valuable group member
24.12.2.2 Exhibit open-mindedness
24.12.2.3 Identify methods of involving each member of a team
24.12.2.4 Contribute to the efficiency and success of a group
24.12.2.5 Determine ways to motivate others

### Competency 24.12.3: Utilize effective communication skills

*Competency Builders:*

24.12.3.1 Identify the importance of listening
24.12.3.2 Demonstrate assertive communication
24.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
24.12.3.4 Analyze written material
24.12.3.5 Prepare written material
24.12.3.6 Give and receive feedback
24.12.3.7 Articulate thoughts
24.12.3.8 Use appropriate language

# Unit 24: Employability Skills
## Subunit 24.13: Entrepreneurship

### Competency 24.13.1: Evaluate the role of small business in the economy

*Competency Builders:*

24.13.1.1 Identify the benefits of small business to a community
24.13.1.2 Analyze opportunities for small business in a community

### Competency 24.13.2: Examine considerations of starting a business

*Competency Builders:*

24.13.2.1 Research a business idea
24.13.2.2 Compare various ways to become a small business owner
24.13.2.3 Investigate factors to consider in financing a new business
24.13.2.4 Evaluate entrepreneurship as a career option

* Advancing
** Futuring

Distributed by

**Vocational Instructional Materials Laboratory**
The Ohio State University
1900 Kenny Road
Columbus, Ohio 43210-1090